



MAGE Lab Code of Conduct

All members of the MAGE lab (faculty, postdocs, students) are expected to agree with the following code of conduct. This code will be enforced as needed. Cooperation from all members is essential to help ensure a safe, productive, and inclusive environment for everyone.

Required Training

All students, postdoctoral research fellows, and faculty working in the MAGE lab must complete the following training modules through WyoLearn:

- Laboratory Safety: “Chemical Hygiene & GHS/OSHA”
- Regulated Waste Management
- Bloodborne Pathogens
- Intro to HPC at UW

It is each individual’s responsibility to ensure they have completed all required training and remain up to date with these modules. Failure to comply may result in restricted access to lab facilities.

Lab Policy

The MAGE lab prioritizes safety, collaboration, and professional behavior. Everyone shares the responsibility of maintaining a safe and organized lab environment. Please adhere to the following guidelines:

- Dispose of waste appropriately and follow proper chemical waste protocols.
- Avoid incompatible chemical reactions; use secondary containment where necessary
- Label all tubes and containers clearly and accurately
- Use fume hood and biosafety cabinet as instructed
- Do not eat or drink in lab areas
- Keep work areas organized and clean
- Report any safety concerns or incidents immediately to MAGE lab faculty

The MAGE lab is dedicated to providing a harassment-free and inclusive experience for all members. Harassment of any form will not be tolerated. We value and respect diversity,

including but not limited to gender, gender identity and expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity, and religion (or lack thereof). Violations should be reported promptly to lab faculty.

Graduate Student Expectations

Graduate students in the MAGE lab are expected to:

- **Communicate regularly:** Discuss progress on coursework, research projects, and teaching or work responsibilities with your advisor(s)
 - **Participate actively:** Attend lab events, group meetings, and individual meetings on time and come prepared. Notify your advisor if you cannot attend a scheduled event
 - **Stay informed:** Keep up with published literature relevant to your research area
 - **Mentor junior members:** Provide guidance to at least one junior graduate or undergraduate student on a research project
 - **Maintain lab records:** Maintain detailed lab notebooks, including methods, results, and annotated code. These records must be sufficient for reproducing results. Lab notebooks should remain in the lab unless prior permission is obtained from your advisor.
 - **Contribute to community:** Engage in discussions about research, provide feedback on manuscripts and grants, and contribute to the collaborative atmosphere of the lab
 - **Pursue funding and disseminate research results:**
 - Write and submit a pre-doctoral fellowship proposal and/or contribute to grant proposals
 - Submit manuscripts during your time in the lab
 - Present your research at a conference (poster or talk) at least once annually
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Undergraduate Student Expectations

The MAGE lab values undergraduate research and provides mentorship to help students achieve personal and professional goals. Undergraduate students are typically involved in ongoing projects with a multi-semester commitment and are expected to:

- **Communicate effectively:** Keep your project mentor updated on your progress and notify them promptly if you encounter challenges meeting deadlines
- **Maintain lab records:** Maintain detailed lab notebooks, including methods, results, and annotated code (if applicable). These records must be sufficient for reproducing results. Lab notebooks should remain in the lab unless prior permission is obtained from your project mentor

- Engage in lab activities: Attend lab meetings, group meetings, and individual meetings on time and come prepared. Notify your supervisor if you are unable to attend
 - Present research: Participate in weekly lab meetings and present your work at least once during your tenure in the lab
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Postdoc Expectations

Postdoctoral fellows in the MAGE lab are recognized as early-career researchers undergoing advanced training to prepare for careers in academia or other scientific fields. Faculty and lab members are committed to supporting postdocs in achieving their professional goals. Postdoctoral fellows are expected to:

- Advance research: Lead independent and collaborative research projects, ensuring timely and high-quality output
 - Communicate regularly: Maintain open and consistent communication with faculty mentors about research progress, challenges, and professional development
 - Engage in professional development: Take advantage of training opportunities, workshops, and mentoring to develop skills for future career steps
 - Contribute to the lab community:
 - Mentor graduate and undergraduate students, offering guidance and expertise
 - Actively participate in lab meetings and events, sharing insights and feedback
 - Disseminate research: Publish findings in peer-reviewed journals and present at professional conferences. Strive to produce at least one major publication annually
 - Pursue funding: Collaborate with faculty mentors on grant proposals and consider applying for independent fellowships or awards
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Faculty Expectations

Faculty members in the MAGE lab play a critical role in fostering a productive, inclusive, and supportive research environment. Faculty are expected to:

- Provide mentorship: Offer guidance and support to graduate students, postdocs, and undergraduate researchers, helping them achieve their academic and professional goals.
- Communicate expectations clearly: Set clear and achievable expectations for research progress, deadlines, and lab responsibilities
- Support career development: Assist lab members in identifying and pursuing opportunities for training, networking, and career advancement, whether in academia or other sectors.

- Promote inclusivity: Create an environment where all members feel valued and respected, actively addressing any concerns about harassment or discrimination
- Ensure safety and compliance: Monitor lab safety practices, enforce compliance with required training, and address safety concerns promptly
- Foster collaboration: Encourage collaboration within the lab and with external partners, helping lab members build professional networks
- Secure funding and resources: Work to secure funding for lab projects and provide the necessary resources for members to conduct their research effectively
- Encourage dissemination: Support lab members in publishing their research and presenting at conferences, offering feedback on manuscripts and presentations.

By adhering to this code of conduct, we ensure that the MAGE lab remains a safe, supportive, and productive environment for research and professional growth. Let us work together to maintain these standards.